

Hazardous Materials Information System (HMIS)  
Web Site User's Guide

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## 1. General HMIS Information

(If you accessed this Help guide from the HMIS home page, the following information is already evident to you). The HMIS home page (<http://www.dlis.dla.mil/hmis/index.htm>) on the "Welcome Hazardous Material Information System" screen (the same screen the Help button is on) contains telephone numbers for reporting system problems and questionable data values, HMIS access request forms for government and government sponsored contractor personnel, and the service/ agency points of contact (POC) for HMIS.

## 2. Summary of Options:

The opening screen contains navigation buttons that may be selected with a mouse. The following choices are available:

- **Home Page:** Returns user to the HMIS home page
- **Help:** Allows user to view this document
- **Product Record:** Search for product records containing MSDS, transportation, and hazard warning label information.
- **Kit-Kit Part:** Obtain information on kits and kit parts that contain hazardous materials (*Under construction*).
- **Chem Name-CAS:** Access to look-up (reference) tables listing chemical names (*Under construction*) and Chemical Abstract Service (CAS) numbers for chemical ingredients.
- **Additional:** Contains additional look-up tables for reference data.
- **Article w/o MSDS:** Used to locate information on selected items that do not require an MSDS (*Under construction-no results will be returned in response to queries*).
- **Trans:** Allows the user to access the Transportation Records stored in the HMIS database.

## 3. Detailed Instructions:



Allows queries of the HMIS for a Product Record, which contains MSDS, transportation, disposal, and hazard warning label information.

Queries based on 10 criteria are available at this time. Selecting this button presents a screen with two windows. The left window is used to select criteria for the query; the right window is used to enter the actual query. No wild cards are permitted. However, where partial searches are allowed, the entry is treated as though it ends with a wild card (See NOTE below). Each query may return up to 100 matches. Any matches over 100 offers a **More** button to bring up the next 100 matches. This is repeated until all matches are found.

a. Search criteria:

(1). **FSC/NSN/LSN/NIIN** - Query by Federal Supply Class (FSC), or NSN (FSC +NIIN), or NIIN, or LSN (FSC+LIIN). Requires complete entry of the data elements. No partial searches are permitted.

(2). **NSN/LSN & CAGE** - Query by a NSN (FSC+NIIN) or LSN (FSC+LIIN) and CAGE code. Requires complete entry of the data elements. No partial searches are permitted.

(3). **NSN/LSN & Company** – Query by NSN (FSC+NIIN) and Company name or LSN (FSC+LIIN) and Company Name. Allows for a search with a partial company name.

(4). **NSN/LSN & Product ID** – Query by NSN (FSC+NIIN) or LSN (FSC+LIIN) and Product Identity. Allows for a search with a partial product identity.

(5). **NSN/LSN, Product ID & CAGE** – Query by NSN (FSC+NIIN) or LSN (FSC+LIIN) and Product Identity and CAGE. Allows for a search with a partial product identity.

(6). **Product ID & CAGE** – Query by Product Identity and CAGE. Allows for a partial Product Identity, but requires a complete CAGE code.

(7). **Product ID & Company** – Query by Product Identity and Company Name. Partial searches are allowed for both.

(8). **Product ID** – Query by Product Identity only. Partial search is permitted.

(9). **Contract Number** – Query by U.S. Government assigned contract number. Requires a complete contract number.

(10). **MSDS Serial Number** – Query by the HMIS assigned MSDS Serial Number. Requires a complete MSDS Serial Number.

NOTE: A query that contains a Product Identity or Company Name works as though it ends with a wildcard. It brings back all matches to the search criteria plus any variations that follow. (e.g. An input of DuPont brings back everything from DuPont to DuPont ZZZZZ. However, an input of DuPont will NOT bring up E.I. Dupont).

b. Viewing/Printing Records:

(1). Searches based on the criteria above produce either a single MSDS record or a *MSDS List Summary* screen. The user scans the numbered button list for the product record(s) of interest, selecting them individually with the mouse.

(2). Clicking on a numbered button leads to a screen that displays the first section of the MSDS in the right window and a list of shortcuts in the left window. The user can click and drag the scroll bar slider in right window or use the up/down arrows and page up/page down keys on the keyboard to view the MSDS. The MSDS (all sections through “other info”) can be printed by selecting the “Print” icon button on the Internet browser. To print the complete product record including the transportation, label and disposal sections, refer to the “Scroll Product Record” below.

(3). Shortcuts in the left window work as follows:

- MSDS – *Function is under development.*
- Transportation – Displays the Transportation Record (if available in the HMIS database) for the selected item.
- Label Information - Displays HAZCOM warning label information. User may print the displayed label information, but cannot print a HAZCOM warning label in DD Forms 2521 or 2522 format. However, this capability is present on the HMIS CD-ROM.
- Disposal - Displays any disposal information for the selected item that is entered in the database. An entry of “N/P” indicates the MSDS submitter did not provide this information.
- Scroll Product Record – Allows user to scroll and print the entire Product Record (MSDS, Transportation Record, label information, and disposal information).
- Printable Label Record - (*Under Construction*). Displays the same information as “Label Information” above. This shortcut is a placeholder for the capability to print labels in DD Forms 2521 and 2522 format.



*(Under Construction)*



Two query options for retrieving specific information about a chemical are available under this button. The chemical name look-up function is under construction at this time. The CAS number look-up function is active. These queries do NOT retrieve an HMIS Product Record.

a. **Chemical Name** – (*Under construction*)

b. **CAS** – This is the Chemical Abstract Service number. The query results in a specific chemical match and connects to the Detail Ingredient screen. This screen displays a preferred chemical name and most known synonyms. It allows identification of a chemical name for a CAS number. Requires a complete CAS number, INCLUDING ALL DASHES.



Using this button brings up three query options for searching the HMIS centrally-maintained, look-up tables. These queries do not retrieve an HMIS Product Record.

a. **Organization Name or CAGE** – Query the organizational table by Company Name or CAGE code. This table has the Company Name, CAGE code, address, and telephone number for every company in HMIS.

(1). The Company Name query allows for the use of a partial Company Name. The query returns the *List Organization* screen with up to 100 matches that begin with the search criteria. A **More/Previous** button is provided for additional matches.

(2). The CAGE Code query requires a complete CAGE Code input and responds with an exact match to the search.

b. **Proper Shipping Name (PSN)** – Provides the option of querying the PSN tables by Department of Transportation (DOT) PSN, Air Force Instruction (AFI) PSN, International Air Transport Association (IATA) PSN or International Maritime Organization (IMO) PSN. The default query criteria is for the DOT PSN tables.

(1). The PSN Code query must be submitted as a complete, three position alpha entry. The query returns the *Detail XXX PSN Information* screen, where “XXX” stands for the mode of transportation (DOT, AFI, IATA, or IMO) specified in the search criteria. This screen includes the Proper Shipping Name for the requested code, as well as additional information relating to transportation of the item.

(2). The Proper Shipping Name query may be submitted as a full or partial name. The query returns the *List XXX PSN* screen, which allows the user to choose a specific PSN Code. Selecting one of the numbered buttons on the list returns the *Detail XXX PSN Information* screen.

c. **Product ID** – Offers a query of the Product Identity table. The Product ID Table contains every Product ID in HMIS. Allows for a search using a partial Product ID. A partial input works as if the search ended in a wildcard. This query returns a screen listing containing the Kit Indicator, Kit Part, Multiple Kit Number, Article Indicator, Article without MSDS Indicator, and the full Product Identity Name.



(Under construction-no results will be returned in response to queries).

## **Trans**

Allows for a variety of queries for information contained in HMIS Transportation Records. Transportation Records may exist as Transportation-Only Records or be associated with a MSDS as part of a Product Record:

### a. Search criteria:

(1) **Trans ID No.** – Query by the HMIS-assigned Transportation Identification Number, a non significant, 1 to 9 numeric code for each transportation record contained in HMIS. This query requires a complete Transportation Identification Number. May only be submitted alone, not in combination with any other option on the screen

(2). **FSC/NSN/LSN** – FSC, NSN (FSC+NIIN), or LSN (FSC+LIIN) queries are permitted. No wildcards are allowed for these queries. This query is submitted alone or in combination with the Product ID and/or the CAGE Code.

(3). **Product ID** – Allows for a search using a partial Product ID. A partial input works as if the search ended in a wildcard. It is used alone or in combination with FSC/NSN/LSN and/or CAGE Code search criteria.

(4). **CAGE** – Requires a complete CAGE Code for query. It is used alone or in combination with FSC/NSN/LSN and/or Product ID search criteria.

### b. Viewing/Printing Records:

(1). Searches based on the criteria above produce a *HMIS Transportation Information* screen (single match) or a *HMIS Transportation List Summary* screen (multiple matches). If a list is shown, the user scans the numbered button list for the transportation record(s) of interest, selecting them individually with the mouse.

(2). Clicking on a numbered button leads to a screen that displays the HMIS Transportation Information in the right window and an option to view the MSDS (if available in the database) by clicking on “MSDS” located in the left window. The user can click and drag the scroll bar slider in right window or use the up/down arrows and page up/page down keys on the keyboard to view the Transportation Record or MSDS. Depending on which record appears in the right side window, both the transportation record and the MSDS can be printed by selecting the Print icon button on the Internet browser. To print the complete Product Record (MSDS, transportation, label information, and disposal sections), see “Scroll Product Record” under 3 b (3).

## 4. Acronyms:

**AFI** (Air Force Instruction) PSN code. Three (3) position alpha code. Characters not case sensitive.

**CAGE** (Commercial and Government Entity) code. A five (5) position alphanumeric code that identifies entities doing business with the government or government activities. The first and last positions must be numeric while the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> positions can be alphanumeric. However, the alphas L and O are not allowed in

officially assigned CAGE codes. Pseudo CAGE codes do appear in HMIS records and are used for internal tracking purposes. Characters not case sensitive

**CAS** (Chemical Abstract Service). An 8 to 12 numeric code where the first set of numerics before the dash (-) can range from 3 to 7 positions. The required format is XXXXXXXX-XX-X where X = numeric.

**DOT** (Department of Transportation) PSN code. Three (3) position alpha code. Characters not case sensitive.

**FSC** (Federal Supply Class). Four (4) position numeric designation of commodity classes. The first two positions identify the Federal Supply Group and the last two positions identify the classes within the groups. There are approximately 635 classes in the Federal Supply Classification system..

**IATA** (International Air Transport Association) PSN code. Three (3) position alpha code. Characters not case sensitive.

**IMO** (International Maritime Organization) PSN code. Three (3) position alpha code. Characters not case sensitive.

**LIIN** (Local Item Identification Number). Nine (9) position alphanumeric identification. Alphas must be in upper case.

**LSN** (Local Stock Number). Consists of the FSC and LIIN. Consists of 13 alphanumerics, the 4 position numeric FSC and the 9 position alphanumeric LIIN. The FSC and LIIN usually remain the same throughout the life of the item. Alphas must be input in upper case.

**MSDS** (Material Safety Data Sheet)**Serial Number**. A five (5) position alpha code assigned by HMIS. Characters not case sensitive?

**NIIN** (National Item Identification Number). Nine (9) position numeric identification of an item. Unlike the FSC, once the NIIN is assigned, it does not change.

**NSN** (National Stock Number). Consists of the FSC and NIIN. Consists of 13 numerics, the 4 numeric FSC and the 9 numeric NIIN. The FSC on a NSN can change, but the NIIN always remains the same.

**PSN** (Proper Shipping Name) **code**. A three (3) position alpha code associated with DOT, AFI, IATA, and IMO modes of transportation. The same code can reference the same or different PSNs across the four modes of transportation. However, a code will reference only one PSN within each of the four transportation modes. Characters not case sensitive.

**Transportation Identification Number**. A non-significant, system-assigned number (1 to 9 positions).

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